

**WASHINGTON STATE HUMAN RIGHTS COMMISSION
MEETING OF
March 28-29, 2002**

**Phoenix Inn & Suites
Olympia, WA**

MINUTES

THURSDAY, MARCH 28

PARTICIPANTS **Commissioners:** Charlotte Coker (Chair pro tem); Dallas Barnes and Ellis Casson.

Staff: Susan J. Jordan, Executive Director; Arthur Stratton and Idolina Reta, District Managers; Jean Ciallella, Executive Assistant and Acting Commission Clerk.

Guests: Ruth Elder, Thurston Council on Cultural Diversity and Human Rights; Lonnie Locke, Study Circles on Race; Martin Casey; and Dana Chesmore.

OPENING Commissioner Coker welcomed the participants and reviewed the agenda and order of speakers. The Commissioners and staff introduced themselves to the guests.

**THURSTON &
LEWIS COUNTY
UPDATES** District Manager Arthur Stratton presented statistical breakdowns on such areas as number of initial contacts, number of complaints received, area and bases for the complaints, closures by area, cause findings issued, and benefits collected on behalf of complainants. He provided comparators for Thurston County, Lewis County and statewide.

Commissioner Casson asked about the definition of “marital status.” Mr. Stratton explained that if an individual is discriminated against because of his or her marital status a violation of RCW 49.60 has occurred. He gave as an example, an individual who was not hired for a job because he or she was a single parent. Executive Director Jordan gave as an example a situation where a single male was denied housing because “single men party too much.” These would be discriminatory acts under the protected class of “marital status.”

**THURSTON
COUNCIL
ON CULTURAL
DIVERSITY &
HUMAN RIGHTS**

Commissioner Coker welcomed Ruth Elder, Clerk of the Thurston Council on Cultural Diversity & Human Rights. Ms. Elder explained that the Council serves in an advisory capacity to the Thurston County Board of Commissioners. Council members currently number 15; however, the full capacity is 23 members. Ms. Elder distributed copies of the Council's "Celebrating Diversity" calendar for 2002. This is published yearly and includes listings of community, cultural and ethnic events in Thurston County. The calendar is in its 11th year of printing. Ms. Elder also distributed information and nomination forms for the 2002 Human Rights Awards and the Seventh Annual Youth Diversity Awards. The Council is currently soliciting submittals for a photo contest entitled "Diversity: Faces of Thurston County." Submission deadline for this contest is April 26, 2002.

Commissioner Casson asked whether the Council is sanctioned by the City or County. Ms. Elder explained that the members are appointed by the County Commissioners. Members are appointed from cities and towns in Thurston County and from the tribal councils. The Council did attempt to include student representatives, but this was discontinued because of safety and liability issues. The Council is considering sponsoring a youth summit.

The Council meets on the 2nd Monday of each month at 6:30 p.m. The County Commissioners meet once a month to address administrative matters. All meetings are open to the public.

Commissioners Barnes asked about the primary focus of the Council. Ms. Elder explained that the Council does not have enforcement powers, but serves more as an educator and coordinator for the community. The Council refers many callers to the Human Rights Commission. She reported that the referrals mainly are about alleged employment discrimination, followed by housing and public accommodation.

Commissioner Barnes asked what challenges the Council faces. Ms. Elder explained that the Council has developed a very ambitious work plan and relies very heavily on volunteers to help the Council carry out its plan. One of the biggest challenges is budgetary. The Council operates on a yearly budget of \$5,350. Ms. Elder's salary at 25% time (10 hours a week) is paid from that budget. Costs to participate in various events, staff booths, and reimburse volunteers for mileage must also come out of the budget. The Council cannot do fund raising, nor can it accept donations. The Council does partner with other groups to defray some of the work and associated costs.

Commissioner Barnes asked about representation from the Native American Community. Ms. Elder responded that there is one person appointed from the Nisqually Tribe and another member is Navajo.

Commissioner Barnes asked about outreach/participation in other communities. Ms. Elder responded that most of the outreach is in the Lacey/Tumwater/Olympia areas. The Council has worked with the Nisqually and Chehalis tribes and hosted a Tribal Sovereignty Forum that was very successful.

Executive Director Jordan commented that Ms. Elder is the cohesive, living embodiment of the Council – the “glue and backbone.” Ms. Jordan also stated that she wants to have the Human Rights Commission partner more with local groups like the Council.

Commissioner Casson asked whether the Council had thought of separating from the County in order to operate as a private group that would then be able to raise funds and accept donations. Ms. Elder and Mr. Casey (former chair of the Council) both commented that they have some concerns about tapping into already limited funds that other organizations receive.

STUDY CIRCLES ON RACE

The Commissioners welcomed Lonnie Locke, representing the Study Circles on Race. Ms. Locke talked about how study circles began in Thurston County in November of 1999. Study circles are grass roots organizations that exist all over the country and the world. The study circles explore issues of race in order to understand how those issues keep us from advancing as a society. Ms. Locke spoke of the vision to make this a prejudice-free community; to post signs that state “Olympia/Tumwater/Lacey are Prejudice Free Communities.”

New study circles begin in the spring and the fall. To date, 16 study circles have been held and 160 individuals have participated. Study circles are comprised of groups of 8 to 10 individuals and a facilitator. The groups meet for three hours once a week for five weeks. A study circle guide is used and at the end of the five weeks, the group develops an action plan to carry on the work or the vision of the study circles. The next study circles will begin on April 8, 2002.

Some of the plans developed by the groups include going to other communities (e.g., Kelso and Centralia) to help form study circles or make presentations and the creation of a video about multi-racial families.

Ms. Locke commented that although there is no money to fund these efforts, there are many wonderful community connections. The study

circles core group recruits for new members at such events as Super Saturday and the Martin Luther King Celebrations.

Commissioner Coker asked whether the pot lucks have continued. Ms. Locke commented that these are a separate but related effort that she and her husband host. Called "The Friendly Supper Club," the potlucks happen on the first Saturday of each month at the Locke's home. Attendance ranges from 15 to 50.

Commissioner Casson asked about support from the religious community. Ms. Locke replied that the Baha'is and Unitarian Universalists, Gloria Dei Lutheran Church, and Tumwater United Methodist Church have been involved and have provided support.

Commissioner Barnes asked whether the Study Circles have any agenda items, such as profiling, that they might discuss. Ms. Locke replied that race is at the root of many issues. A study circle was formed to discuss terrorism in light of September 11, and many of the issues that surfaced were related to race.

Commissioner Barnes asked if other counties are involved. Ms. Locke responded that study circles exist in many other communities, including Seattle, Bremerton, Snohomish County, Portland, and Tacoma. Commissioner Barnes asked if there were any particular thing that stands out as a challenge or success. Ms. Locke responded that the biggest challenge is having no money and being staffed totally by volunteers. One wish is to have paid staff to do outreach.

**PERSONNEL
MATTERS**

Commissioner Coker asked that the record reflect that the Commissioners are in receipt of a letter expressing personnel concerns. Commissioner Barnes moved to postpone discussion of this matter to the following month. The motion was seconded by Commissioner Casson.
MOTION CARRIED.

ADJOURNED

There being no further business, the meeting adjourned at 8:10 p.m.

FRIDAY, MARCH 29

PARTICIPANTS **Commissioners:** Rudy Vasquez (Chair); Dallas Barnes; Ellis Casson; and Charlotte Coker. A quorum was present.

Staff: Susan J. Jordan, Executive Director; Edmon Lee, Deputy Director; Idolina Reta, District Manager; Jean Ciallella, Executive Assistant and Acting Commission Clerk; and Susan Carlson, Assistant Attorney General.

Guests: Dr. Jim Koval, Superintendent, North Thurston School District; Warren Smith, Chair, State Board of Education Equity Committee; and Larry Davis, Executive Director, Washington State Board of Education.

OPENING AND WELCOME Commissioner Vasquez opened the meeting at 9:00 a.m. and welcomed everyone.

APPROVAL OF MINUTES Commissioner Barnes asked that the first line of paragraph six, page six be changed to read: "Commissioner Barnes asked about a survey of completed cases and whether one will be used in the strategic planning process. Commissioner Casson then moved that the minutes be approved with the noted change. Commissioner Coker seconded the motion. MOTION CARRIED.

Executive Director Jordan gave a status report for the follow-up items from the meeting of February 21-22, 2002. An agenda for the April 3, 2002 Tacoma Human Rights Commission meeting was provided to Commissioner Vasquez on March 8. Staff have been working on setting up a "Know Your Rights" seminar in Clallam and Jefferson Counties, in response to Commissioner Coker's suggestion. Mr. Lee mentioned an event in May or June in Port Angeles, and that he has asked staff to follow up with Jerry Hebert of the Kitsap Human Rights Network.

Commissioner Vasquez asked how the strategic plan hand-out that was included with the minutes of the previous meeting will be used. Ms. Jordan replied that it will be used as a hand-out to the public and a copy will be given to each staff person. Commissioner Vasquez expressed concern about language in the vision statements that might need to be clarified before the document is printed.

Commissioner Coker commented that the mission statement is the overall number one priority and the hand-out was a good start. Commissioner Vasquez asked that future documents be shared with the Commissioners prior to printing. Ms. Jordan agreed that this would be a good step.

**APPROVAL OF
CASE CLOSURES**

Commissioner Barnes asked that there be a discussion under New Business of the retaliation complaints against Yakima Valley Community College.

Regarding Roberts v. Olsen Taylor, which closed as NRC, Commissioner Coker asked why, after Mr. Roberts was fired, two people were hired to do the work he had been doing. She asked why an additional person had not been hired to assist Mr. Taylor. District Manager Idolina Reta responded that prior to Mr. Roberts, the job had been done by only one person. There were performance issues with Mr. Taylor, in that he worked very slowly, and he was finally dismissed for that reason.

Regarding Toomey v. Watermark Press, which closed as NRC, Commissioners suggested that Watermark Press might be encouraged to participate in some training. Ms. Reta responded that she believed a letter to that effect had gone out. She will research and provide a copy to the Commissioners.

Regarding Pettit v. East Valley School District, Commissioners asked if staff could obtain a copy of the policy referenced in the finding. Ms. Reta agreed to request a copy and will share it with the Commissioners.

Commissioner Coker made a motion to approve the case list for the period February 16 – March 22, 2002. Commissioner Barnes seconded the motion. MOTION CARRIED.

Prior to the Executive Director's report, Commissioner Vasquez asked that the finding summaries include a sentence referencing any letters that had been sent out during the investigation or at closure.

**EXECUTIVE
DIRECTOR'S
REPORT**

Executive Director Sue Jordan gave an update on agency activities.

Ms. Jordan reported that EOC Investigator Dorothy Brooks had passed recently and several of the staff attended her memorial service, which was very lovely.

Ms. Jordan reported that she had met with Reiko Callner, the newly appointed Commissioner, and plans to meet with her again prior to the Wenatchee Commission meeting.

Ms. Jordan, Mr. Lee, and Commissioner Vasquez attended the recent annual meeting of the Center for Career Alternatives (CCA). HRC placed an ad in the event brochure. Over 900 people attended.

Ms. Jordan reported that she met with staff and had them report on several functional areas, including fair housing, outreach, and the post-finding process. Staff presentations were very informative and there was good discussion and exchange of information and suggestions. Reasonable Cause findings are being processed differently, in that the Commission Clerk will send out any pertinent letters to CP and RP prior to active conciliation. Susan Carlson and Paul Goulding recently met with the managers to discuss pre-finding settlements and they will do a presentation at the all-staff meeting on April 16.

Commissioner Vasquez commented that at DSHS, an inventory was conducted of all letters and documents sent out to the public and from that an assessment of language needs was made. He asked if this is something the Human Rights Commission might be able to do.

Ms. Jordan reported that she and Rudy Vasquez had met with the core group for the strategic plan goal to improve leadership of commissioners and management. Commissioner Vasquez is developing a draft overview of roles and responsibilities.

Commissioner Vasquez asked Commissioner Barnes to take the lead in developing a check list/guide for items and information to be included in the orientation manual that is provided to newly-appointed Commissioners. Commissioner Barnes agreed to develop the check list.

Ms. Jordan reported that the Quality Improvement Committee had recommended, and management had accepted, a proposal to hold two all-staff meetings each year (rather than quarterly as had been done before). Each meeting will be for two full days and each District Manager, along with his or her unit, will develop the agenda for a meeting. A fourth unit, comprised of managers and staff not included in the three DM units, will plan one all-staff as well. A two-day planning session for support staff is scheduled for April 4-5, 2002.

Ms. Jordan reported that the agency had submitted the documents required for HUD in the course of conducting the annual review for continued certification. Ms. Jordan met with Judy Keeler of HUD and the meeting went well. Although the governor has frozen out-of-state travel, HUD requires attendance at its annual conference, scheduled this year for June 9-14 in Orlando, Florida. Commissioner Vasquez asked that those who attend report on the meeting to the Commissioners.

Ms. Jordan reported that the budget before the Governor eliminates 1 FTE from the Commission staff. Although there is a hiring freeze, we may

need to request and justify the hiring of some key positions, but will work closely with the Office of Financial Management as we do this.

Deputy Director Edmon Lee reported the loss of the FTE and a funding cut that resulted from the legislative process of \$81,000. Governor Locke is expected to sign the supplemental budget by April 6, 2002.

Commissioner Vasquez asked when the budget planning process begins. Mr. Lee responded that the budget for the 2003-2005 biennium is due in August 2002. He is currently working on the budget and staff will have something for the Commissioners to review by May or June.

Commissioner Vasquez asked that the next Commission meeting agenda include an overview of the agency's current operations. He is concerned about disparities in services between the Western and Eastern sides of the state. The Commission needs to consider factors in Eastern Washington – there are different issues and the geographical areas are much more spread out. He also addressed the need for a stronger presence in Bellingham and Kitsap County.

Ms. Jordan reported that the ALJ's final decision has been entered in *Ross v. Northwest Territorial Mint* (aka "the coins case"). The ALJ ruled for the Complainant and awarded him \$6,000 for humiliation and mental suffering. In the case of *Benge v. Leonardo Truck Lines*, AAG Paul Goulding requested, on behalf of the Commission, a reconsideration of the ALJ decision. That request was granted.

Commissioner Vasquez that staff prepare a map indicating the geographical areas covered by each office. He also requested that staff prepare a report on production levels for each office for the last three years (1999, 2000 and 2001).

**NORTH
THURSTON
SCHOOL
DISTRICT**

The Commissioners welcomed Dr. Jim Koval, Superintendent of the School District. Dr. Koval reported that the District is faced with a \$4 million budget shortfall. The District has held two town meetings to discuss areas where financial reductions could occur.

Dr. Koval has worked in the North Thurston School District for 33 years. He reported that when he first began working for the District the student population was approximately 4,000 and there was no diversity. Currently the population has grown to 13,000 and approximately 3% are students of color. He anticipates that the population will double by 2025 or 2030 and that by that time the majority population will be Hispanic. Currently, 9% of the kindergarten students are Hispanic, 11% are Asian and 9% are African American.

Dr. Koval read from a presentation he recently made at a Students of Color Recruiting Banquet. The current percentage of students of color is not mirrored in the teachers and staff of North Thurston School District. A goal of the District is to recruit and retain teaching candidates of color to more equitably reflect the student population. To accomplish this, the District wants to increase the number of students of color graduating from colleges.

Dr. Koval also shared a chart comparing the percent of students at or above standard by ethnicity to the average for white students. The comparison is for the WASL scores for students in fourth, seventh and tenth grades. Conclusions reached are that overall the District is closing the gap between Caucasian and other ethnicities across grades 4, 7, and 10; that the favorable trend is equally distributed across reading, writing and math; and that the most favorable trends exist at grades 4 and 10.

Commissioner Vasquez commented that he had read that Washington State is one of the top 10 states with Latino populations. The current census shows a 105% increase over the previous census, and Commissioner Vasquez wondered if this had occurred because the Latino population had been under counted. He wondered if there is enough awareness of the definition of "Latino." Dr. Koval commented that he believes awareness is higher on the Western side of the state.

District Manager Idolina Reta commented that forecasts anticipate that 25% of the state's population will be Hispanic by the year 2020.

Commissioner Barnes asked about bi-lingual education. Dr. Koval responded that approximately 250-270 of the population are ESL students. Of that number, SE Asian students comprise the largest group. There are a larger number of non-English speaking students at the secondary level. ESL students in grades K-6 are more successful; the older students are, the harder it is for them to learn English.

Commissioner Barnes asked which areas of the District reflect a larger percentage of students of color. Dr. Koval responded that River Ridge High School, Nisqually Middle School and Meadows Elementary School have the highest students of color populations. Commissioner Barnes asked if these schools are seen as "better." Dr. Koval responded that is not necessarily the case for Nisqually and Meadows, but that he would stack River Ridge High School against any high school. The students at River Ridge receive many awards and scholarships and go on to careers and secondary and post-secondary education. Commissioner Barnes asked

about the ethnic breakdown for River Ridge; Dr. Koval responded that the majority of the students are African-American.

**STATE BOARD
OF EDUCATION
(SBE)**

The Commissioners welcomed Warren Smith, Chair of the State Board of Education's Equity Committee and Larry Davis, Executive Director. Mr. Smith commented that Mr. Lee and Commissioner Vasquez made a presentation to the Equity Committee and then requested that he make a presentation to the Commission. Mr. Smith became the Chair of the Committee in January of 2001. He was approached by Mr. Davis, who was concerned that equity in education was not being adequately addressed.

Mr. Smith commented that as a member of the WA State School Directors Association he did not have much support for his efforts; however, he now has the backing and support of the State Board, the Office of the Superintendent of Public Instruction and legislators.

Mr. Smith stressed the importance of parental involvement if a child is to be successful. When parents are involved, students are more engaged. The role that parents play is critical.

The SBE has conducted "audits" of various colleges to determine how well future teachers are being prepared to work with students of color. Future teachers do not receive training on how to talk to these students, how to address situations that might surface and how to help them. Teachers need in-depth diversity/cultural training in addition to the regular curriculum.

Staff and teachers need training on how to work with parents who may be upset and angry about such matters as test scores. The adults end up "squaring off" and the child gets lost in the fray.

Mr. Smith distributed three hand-outs used by the State Board: a position statement on preparing students to become responsible citizens; a position statement on equity in education; and a copy of the State Board's vision and mission statements. He spoke of a speech given by Terry Bergeson at the WA State School Directors Association and a bill introduced by Senator Kohl-Welles that would require training on civil rights laws for all teachers. Mr. Smith suggested that diversity/multi-cultural training should be included.

Commissioner Casson asked about the composition of the Equity Committee (there are 7 members) and the State Board (11 members are appointed by statute and two high school students are also on the Board).

Ms. Jordan asked if there is a list of recommended classes that would serve as a resource for teachers and staff seeking diversity training. Mr. Smith responded that there is no such resource list at this time. The Committee is still determining what its role should be. Such a list might be added at some time to the State Board web site.

Mr. Smith requested that the Human Rights Commission speak on civil rights laws at meetings and teaching programs. Ms. Jordan suggested that such training could be tied to credentialing.

Commissioner Vasquez suggested two organizations that Mr. Smith might be interested in: the Minority Executive Directors Coalition in Seattle, which is funded by the Urban League and is expanding state-wide and Children of Color Organizers & Advocates. Commissioner Vasquez also suggested that information on health care organizations that serve minority and poor populations be included in a resource list for teachers and staff. Mr. Smith agreed that such a resource would be very helpful.

Commissioner Barnes asked whether foster children have been identified as a special group. Mr. Smith responded that they have not. Commissioner Barnes commented that this might be an area of support and resources both from and for the State Board.

Commissioner Vasquez asked how the Commission can be of assistance. Mr. Smith suggested a sub-committee to address some of the issues discussed.

Larry Davis expressed his appreciation of Mr. Smith. The Board is grateful to Mr. Smith for his participation, presence and work. Ms. Davis feels very privileged to have Mr. Smith on board. Mr. Davis commented that a final report of the Committee will be available in June 2002.

**EQUAL
EMPLOYMENT
OPPORTUNITY
COMMISSION
(EEOC)**

The Commissioners welcomed Jeanette Leino, Director of the Seattle District Office of the EEOC. Ms. Leino reported that she had met with the new chair of the EEOC, Carrie Dominquez. The Commissioners and the General Counsel are appointed by the President and confirmed by Congress. Currently the other Commissioners are Leslie Silverman, Paul Igasaki, and Paul Steven Miller. One position is currently vacant as is the position of General Counsel.

Ms. Leino reported that the EEOC files approximately 400 lawsuits a year, but that half-way through this fiscal year only 35 have been filed. A hiring freeze that has been in place since the summer of 2001 has created some very significant challenges for the Seattle office. Initially, the office was staffed with 20 investigators. However, several investigators left and

because of the freeze, no new investigators could be hired. Currently, there are 11 investigators on staff. Eight staff attorneys have been reduced to three, resulting in very negative impacts on the litigation program. Two supervisors have been reduced to one. Bush has initiated a \$1.5 million budget cut for the next year. Staffing levels nation wide are currently at 2,850; that will be reduced to 2,800 by next year.

At the end of the last fiscal year, the backlog stood at 31,700; the objective is to reduce it to 28,000. There is a real challenge to do more with less.

Ms. Leino outlined the five-point program that the new chair wants to implement. Ms. Leino commented that the chair provides the vision, but leaves it to the various offices to brainstorm on how to implement the program. The five points are: 1) Proactive Prevention (including outreach and training); 2) Proficient Resolution (move the cases quickly, don't let the backlog go up); 3) Strategic Enforcement and Litigation (as a last resort); 4) Promote Expanded Mediation; and 5) EEOC as a Model Workplace.

Commissioner Vasquez commented about #4 that in mediation there is often an imbalance of power between the respondent and complainant. Ms. Leino commented that the mediators are trained to observe and address such issues. Also, parties to the mediation can bring others, including attorneys, to the mediation.

Ms. Leino went on to report that the chair is currently working on two initiatives: "Freedom to Compete," which attempts to address why a glass ceiling still exists for women and minorities, and the "New Freedom Initiative," which addresses employment of individuals with disabilities.

RECONSIDERATIONS

The cases of Richard Aamot Sr. v. Georgia Pacific West (37EA-0366-01-2), Thomas Chartier v. Georgia Pacific West (37EA-0355-01-2), and Allen Pratt v. Georgia Pacific West (37 EAZ-0288-01-2) were withdrawn by the complainants, who entered into a settlement with Georgia Pacific West.

Motion to Deny

Buswell v. WA State DSHS/DCFS. Complainant Robert Buswell appeared, as did Respondent representative Dee Wilson. Mr. Buswell stated that he believed that options short of termination in his case were available but were not used. He stated that he did not know that he could request an accommodation for his disability (alcoholism). He believes that his job performance improved prior to termination and that he should

not have been terminated. He stated that because of the termination he has been unable to find another job.

Mr. Wilson stated that DSHS had adequate grounds for termination. Mr. Buswell had long-standing performance problems. The events of September 25, 2000 happened during work hours and it is DSHS's position that this was unacceptable. Mr. Buswell was in a position where he transported and made decisions about the vulnerable adults and children, and he could not be allowed to continue in that role. The Attorney General who conferred with DSHS took the position that it would be unacceptable to leave Mr. Buswell in his position.

Commissioner Coker made a motion to accept the staff recommendation to deny the petition for reconsideration. Commissioner Barnes seconded the motion. MOTION CARRIED.

Motion to Deny

Sankung Darboe Jr. v. Puget Sound Blood Center. Mr. Darboe participated via phone conference, as did the Respondent representative, Ms. Sally Sullivan. Mr. Darboe expressed his belief that the Respondent did not sufficiently address the incidents of harassment based on his race. Respondent asserted that they had responded proactively to Mr. Darboe's complaints and had addressed them to the extent possible.

Commissioner Barnes made a motion to accept the staff recommendation to deny the petition for reconsideration. Commissioner Coker seconded the motion. MOTION CARRIED.

Motion to Deny

Debbie Redden v. Meadowbrook Extended Care. Complainant participate via phone conference. Respondent Virginia Sternberg appeared in person. Ms. Redden stated that she was let go while she was on leave for surgery. She believes that she was retaliated against for complaining that residents were being verbally abused. She believes she was treated unfairly and unjustly.

Ms. Sternberg testified that Ms. Redden cleaned out her office prior to her surgery, turned in her keys and left without giving notice. Ms. Sternberg and other staff believed that Ms. Redden had quit her job. Ms. Sternberg denied that she or staff had ever been verbally abusive to the residents.

Commissioner Barnes commented that the facts of the case indicate that this was a relationship between employer and employee that had "gone bad," but that there was no evidence of discrimination by the Respondent.

Commissioner Barnes made a motion to accept the staff recommendation to deny the petition for reconsideration. Commissioner Casson seconded the motion. MOTION CARRIED.

ADJOURNMENT There being no further business, the meeting was adjourned at 2:35 p.m.

Respectfully submitted,

Jean A. Ciallella
Acting Commission Clerk

ACTION ITEMS
March 28-29, 2002 Commission Meeting

- 1. Item:** A correction to the minutes of February 21-22, 2002 was requested by Commissioner Barnes.

Status: Commission Clerk Tanya Calahan amended the first line of paragraph six, page six of the February 21-22, 2002 minutes to read: "Commissioner Barnes asked about a survey of completed cases and whether one will be used in the strategic planning process."
- 2. Item:** Regarding Toomey v. Watermark Press, Ms. Reta will research whether the Respondent had been sent a letter suggesting training the Respondent might or should take. She will provide a copy of the letter to the Commissioners.

Status: Staff will provide a report on this item at the April 26, 2002 Commission meeting.
- 3. Item:** Regarding Pettit v. East Valley School District, staff will request a copy of the Respondent policy referenced in the finding and provide copies to the Commissioners.

Status: A memorandum of explanation from District Manager Cheryl Strobert and a copy of the policy were mailed to the Commissioners on April 19, 2002.
- 4. Item:** Commissioner Vasquez requested that finding summaries include a sentence referencing any letters sent during the investigation or at closure.

Status: Staff is working on this item and will keep the Commissioners informed about it.
- 5. Item:** Commissioner Vasquez asked Commissioner Barnes to take the lead in developing a check list/guide for items and information to be included in the orientation manual for newly-appointed Commissioners.

Status: Commissioner Barnes is working on this item.
- 6. Item:** Commissioner Vasquez asked that those who attend the HUD conference report back to the Commissioners.

Status: The conference is scheduled for June 9-14, 2002. A report will be given at the June 27-28, 2002 meeting in Spokane.

7. Item: Commissioner Vasquez requested that staff prepare the following items for that meeting: An overview of the agency's current operations; a map indicating the geographical areas covered by each office; and a report on production levels for each office for the last three years (1999, 2000 and 2001).

Status: The information was prepared. It will be reported on at the April 26, 2002 Commission meeting.